

## Tuition assistance program – staff personnel manual appendix K

The City of Newberg initiated a tuition assistance program on July 1, 2022. This program replaces any and all legacy tuition assistance programs that might be active in the city at that time.

The program will allow staff to improve their credentials, hone career skills and become more effective employees of the city by following trade or academic courses. The course of study must be deemed to be relevant to an employee's job and job description. The relevant department head will have the final say on this applicability decision. Education costs incurred will be paid via reimbursement based on credits successfully obtained or similar course modules completed.

Reimbursement will be based upon the current Portland State University (PSU) undergraduate tuition rate for a two-credit class.

This support is available each semester for a maximum of three times per year. If out-of-pocket expenses for a given semester unit are less than this two credit per semester amount the city will pay the lower of the two values.

For each semester unit or equivalent the applicant must fill out Part A of the form to get approval before the course begins. After the completing the course, the applicant fills out Part B for reimbursement. The form and supporting documents stay on file with the relevant department head. Later a copy of the form and all supporting documents will be sent to Finance for disbursement. After disbursement the documents go to Human Resources for the employee's personnel file.

If the employee leaves the employment of the city for any reason before two years from the time of the last payment made under this program, the employee must re-pay the entire amount received to date for the entire course of study.

The city will not reimburse a student for a course that they have already failed.

The City Manager and departments heads are not eligible to take part in this program it is intended to help junior staff.

Here are other key points about the operation of this program:

- The application form is enclosed at the end of this document.
- The supervisor will ensure that the course of study is relevant to the employee's current job description.
- The applications pass through your department head and will be approved or denied by them.
- At the end of a semester or block of study, the student must submit a copy of the registration for that course with the amount of tuition paid.
- The employee must submit proof of a passing grade.
- The employee must submit a copy of the current PSU undergraduate tuition rates
- The employee must complete the finance's form for a check request - reimbursement. The amount must equal the tuition paid or two units (whatever is lower each semester unit).
- No employee is permitted to file more than three of these requests in a calendar year.
- The relevant department will draw upon its travel and training budget line item to pay for this assistance, so managers need to take this into account in their budgetary planning.
- The students department head may grant administrative time off for required practicums or testing. The time used for this can either be vacation time or unpaid leave.

## Employee tuition assistance reimbursement tracking form

Part A – approval to be completed before the semester or study module begins.

Description of the course of study (describe what the upcoming semester or study module is about):

Describe how this course will enhance your capabilities at work:

Requestor print  
name \_\_\_\_\_

Requestor  
signature \_\_\_\_\_

Department head  
print name \_\_\_\_\_

Department head  
signature \_\_\_\_\_

Approval date\* \_\_\_\_\_

\*Must occur prior to the course of study commencing.

## Employee tuition assistance reimbursement tracking form

### Part B – Reimbursement checklist.

Dollar amount of the request: \$ \_\_\_\_\_

Copy of the course registration is attached? ☐

Copy of proof of passing grade attached? ☐

Current PSU undergraduate tuition rate

Schedule attached? ☐

Completed check request reimbursement

Form attached? ☐

Form

I \_\_\_\_\_ do hereby agree to repay the amount listed above should I separate from the employment of the city of Newberg for any reason before two (2) years have elapsed from the time the last payment related to this course of study has been received.

Requestor signature \_\_\_\_\_ Agreement date \_\_\_\_\_